



INVITATION TO THE 3GPP PCG#41 AND OP#40 MEETINGS
 18th-19th OCTOBER 2018
 MAKUHARI, JAPAN

Dear Colleagues,

Association of Radio Industries and Businesses (ARIB) and The Telecommunication Technology Committee (TTC), are pleased to invite you to 3GPP PCG and OP Meetings, which will be held in Makuhari, Japan, approximately 30km east bound from central Tokyo.
 The meetings are taking place as follows:

3GPP PCG#41	09:00-17:00*	Thursday, 18th October 2018
3GPP OP#40	09:00-13:00*	Friday, 19th October 2018

*) Closing times are subject to change according to the agenda

By Courtesy of Sharp Corporation, the meeting venue is at their office property in Makuhari area. Detailed access information is in the following sections.

We also host a conference event titled “3GPP Summit” on the previous day, 17th October, in “CEATEC2018”, a big ICT industry tradeshow held in nearby Makuhari Messe, one of the Japan’s largest exposition sites. It is our honour if you also plan to participate in the event. Please see the “Companion Event” section in the following page and invitation is distributed separately.

We are looking forward to seeing you in Makuhari.

Yours sincerely,

Seiji Nishioka
 Executive Director,
 ARIB

Shuichi Inada
 Secretary General,
 TTC

Meeting Registration

Please register for the meeting online via 3GPP website at:
[on-line registration: https://webapp.etsi.org/3GPPRegistration/](https://webapp.etsi.org/3GPPRegistration/)

Meeting Venue

SHARP Corporation, Makuhari Building

1-9-2 Nakase, Mihama-ku, Chiba City, Chiba 261-8520, Japan

*Check-In desk for 3GPP PCG/OP meeting will be set at the 1st floor lobby of the SHARP Makuhari Building (Open at 8am each day). Required to pick up your security card there.

Please refer also to **ANNEX 2** for Transportation to the Venue/Hotel.

<Walking direction from JR “Kaihim Makuhari” station>

The Meeting Venue is 10 minutes’ walk from **JR Kaihim Makuhari (海浜幕張) Station**.

Recommended hotels (see Accommodation section) are also marked.



Networking Dinner

The ARIB and TTC are honoured to host the networking dinner in the evening of 18th October. All PCG/OP participants are welcome to join the event. Details are provided separately.

Host Contact

For any questions about the meeting, feel free to contact;

Masa Sumita, TTC Secretariat
E-mail: sumita@s.ttc.or.jp Tel(Mobile): +81-90-8776-4142

Accommodations

Block booking has been arranged with the following hotels nearby the meeting venue, at the following rates. The location of these hotels are marked in the map for Meeting Venue (previous page).

	Hotel Name (check-in & out time)	Room Type	Rate per person (Breakfast, tax and service charge inclusive)	1) Address 2) Phone 3) Access to the closest station 4) Access to the venue
1	Hotel New Otani Makuhari https://www.newotani.co.jp/en/makuhari/	Twin (26 m ²)	20,500 JPY (Single Occupancy) 13,800 JPY (Double Occupancy)	1) 2-120-3, Hibino, Mihama-ku, Chiba-city, Chiba 261-0021, JAPAN 2) +81-43-297-7777 3) 7 min. walk from Kaihim Makuhari Sta. 4) 18 min. walk or 5 min. by Taxi
2	APA Hotel and Resort Tokyo Bay Makuhari https://apahotel.com/ja-en/hotels/detail.php?id=16673	Twin (13~17 m ²)	14,800 JPY (Single Occupancy) 10,000 JPY (Double Occupancy)	1) 2-3 Hibino, Mihama-ku, Chiba-city, Chiba 261-0021, Japan 2) +81-43-296-1111 3) 7 min. walk from Kaihim Makuhari Sta. or Shuttle bus is also available 4) 18min. walk, 5 min. by Taxi
3	Hotel Springs Makuhari http://www.springs.co.jp/english/index.html	Single (16.6 m ²)	13,500 JPY	1) 1-11 Hibino, Mihama-ku, Chiba-city, Chiba 261-0021, Japan 2) +81-43-296-3111 3) 3 min. walk from Kaihim Makuhari Sta. 4) 13 min. walk, 5 min. by Taxi
		Twin (25.4 m ²)	17,000 JPY (Single Occupancy) 11,500 JPY (Double Occupancy)	
4	Hotel Francs http://www.francs.co.jp/en/	Twin (26 m ²)	15,000 JPY (Single Occupancy) 9,500 JPY (Double Occupancy)	1) 2-10-2 Hibino, Mihama-ku, Chiba 261-0021, Japan 2) +81 43-296-2111 3) 6 min. walk from Kaihim Makuhari Sta. 4) 17 min. walk, 5 min. by Taxi

Online Reservation Instruction

Please use the following link for your online reservation with any of the above hotels (do not use reservation form in each hotel's website). Also, be aware of the check-in/out time and cancellation policy via the reservation site that might vary as per each hotel.

<http://biz.knt.co.jp/tour/2018/10/3gpp/>

Please note: **online reservation starts on 30th July, 2018**

Reservation cut off date is 30th September, 2018

If you want to reserve your accommodation by other means, we recommend that you make your reservation at your earliest convenience. There are several other hotels in the area. See Meeting Venue map and the accommodation information site e.g.

<https://www.m-messe.co.jp/en/newcityguide/hotel?id=hotelTit>

Please note the host organizations, ARIB and TTC are not responsible for arranging accommodations such as confirmation, cancellation and changing of hotel reservation.

Visa Request

To find out whether you need a visa for entry to Japan, please consult

http://www.mofa.go.jp/j_info/visit/visa/faq.html#q1-1 and click the link "[the List of Countries and Regions That Have Visa Exemption Arrangements with Japan](#)" in the Q&A No.1. The list shows "Arrangements of Exemption of Visas". If your home country's name is not shown on the list, you need a visa.

If you need a visa, please fill out the attached **invitation letter request form (Annex 1)** and send it to visa1@s.ttc.or.jp by **14th September 2018 (Late request might not be able to get processed)**.

For any questions, please contact visa1@s.ttc.or.jp (attn. 3GPP visa support in TTC).

For members in a company who are in the same office facility, it is suggested that you make your requests as a group, if possible.

If you prefer, you can obtain a public key for e-mail encryption simply by sending an e-mail to visa1@s.ttc.or.jp with the subject "Public Key request" BEFORE sending your personal information in an attachment.

Companion Event

We also host a companion conference event called "3GPP Summit" for promotion of 3GPP's 5G standardization activities (represented by 3GPP TSG and MRP leaders) closely coordinated with annual "5G Workshop" hosted by Japanese Ministry of Internal Affairs and Communications (MIC) and 5G Mobile Communications Promotion Forum (5GMF).

As the venue is in walking distance from the PCG/OP meeting site, we encourage PCG/OP colleagues also to plan to participate in this event.

Date and time: 10:00-13:00 Wednesday, 17th October 2018 (followed by "5G Workshop" from 14:00)

Venue: Makuhari Messe, International Conference Hall (marked in the map in Meeting Venue)

Participation: Free of Charge (pre-registration required)

<http://www.ceatec.com/2017/en/> (2017 event site; 2018 site under preparation)

We distribute separate "3GPP Summit" invitation open to public.

General information

Voltage

100V/60Hz. Japanese plugs are two flat pin type (A-type) plugs. Please make sure you have correct adapters. Voltage converters or adapters will NOT be provided at the meetings.

Please bring your voltage converters and plug adapters! (100 volts/60hertz)



(ANNEX 1)

Visa support letter application form

Please fill in the form below and e-mail it to visa1@s.ttc.or.jp by 14th September 2018.

For your convenience, WORD version of this format is attached

(Note: If you prefer, you can obtain a public key for e-mail encryption simply by sending an e-mail to visa1@s.ttc.or.jp with the subject "Public Key request" BEFORE sending your personal information in an attachment.)

Given name (First name)	alphabetical	
Family name (Last name)	alphabetical	
Date of Birth (dd/mm/yy)		
Gender (Male/Female)		
Nationality		
Valid passport number		
Passport Valid until (dd/mm/yy)		
Country to submit your visa application		
Postal Address for your visa support documents to be shipped	Address	
	Postal Code	
	Country	
	Telephone number	
The above address is: (please select one)		Office / home / other (specify:)
Occupation and Job title		
Name of Company/Organization		
Company/Organization Address (fill in "same as above" if shipping address is your office)		
Office Telephone number		+
Fax number		+
Email address		

Itinerary (refer to examples shown in the table and overwrite your own Itinerary below.)

D/M/Y	Schedule	Address and Phone number to reach	Hotel
ex) 16 October 2018	Arrival from London to Tokyo International Airport, Flight xxx	*1	*1
ex) 17 October 2018	Attending CEATEC2018 event in Makuhari Messe	*1	*1
ex) 18-19 October 2018	Attending 3GPP PCG/OP Meetings	*1	*1
ex) 20 October 2018	Departure from Tokyo International Airport to London, Flight xxx		
*1 Hotel New Otani Makuhari: Address 2-120-3, Hibino, Mihama-ku, Chiba-city, Chiba 261-0021 Phone: +81-43-297-7777 FAX: +81-43-297-7788			

(ANNEX 2)

Transportation to the Venue/Hotel

Meeting Venue:

SHARP Makuhari Building

1-9-2 Nakase, Mihama-ku, Chiba City, Chiba 261-8520, Japan

The Meeting Venue is 10 minutes' walk from **JR Kaihim Makuhari (海浜幕張) Station**.
(See map for walking direction from the railroad station in Page 2)

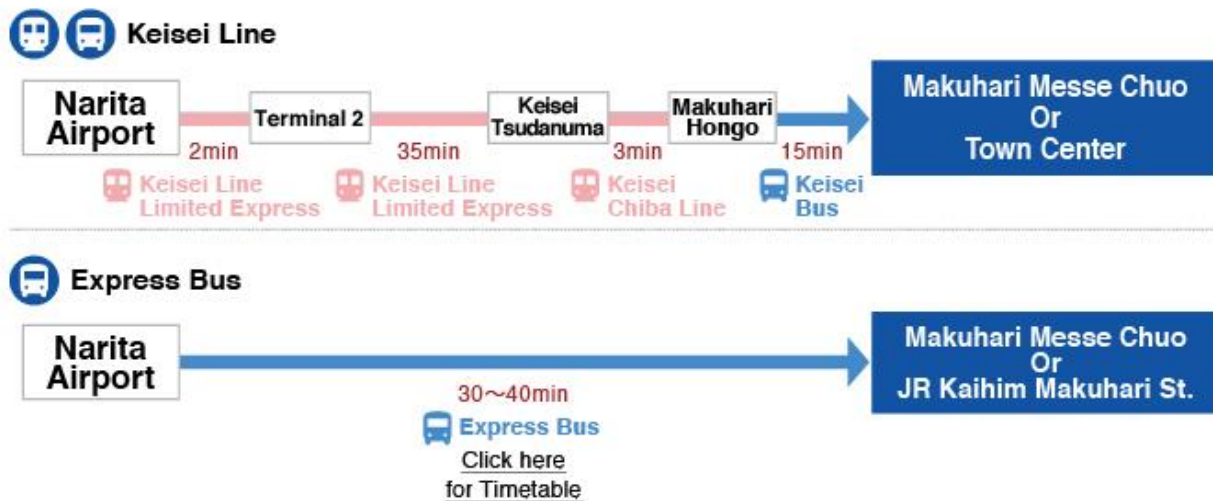
Recommended Hotels are located in 15-20 min. walk or 5min. taxi ride to the meeting venue.

Overall Information



Makuhari Messe Access information: https://www.m-messe.co.jp/en/access/access_airport

Narita International Airport (NRT)



By Keisei Line train for JR Kaihim Makuhari Station:

Several routes are available but complicated with some changes of trains necessary. Please make sure the final destination is JR Line “Kaihim Makuhari” station as there are several similar railway stations including “Makuhari” in their name.

60~90 minutes, Fee 950~1,200JPY (Keisei Line train + Bus; depending on the route)

By Airport Express Bus (recommended):

Direct route to Makuhari Shintoshin Area that stops JR Kaihim Makuhari Station and most of the nearby hotels (including all of 4 recommended hotels) is available. Approx. 30-40 minutes, Fee=900JPY one way, Departure every 30-40min. from 7am to 10pm

For information in detail:

Narita Airport Access Navigation

(Input “Dep.= your Airport terminal” and “Arr.=MAKUHARI” and select KAIHINMAKUHARI)

<http://access.narita-airport.jp/en/index.html>

Narita Airport Express Bus Instruction (Keisei Bus)

<http://honyaku.j-server.com/LUCKEISEIB/ns/tl.cgi/http://www.keiseibus.co.jp/kousoku/nrt10.html?SLANG=ja&TLANG=en&XMODE=0&XPARAM=q,&XCHARSET=UTF-8&XPORG=,&XJSID=0>

If above link doesn't work, select “English” from the language tab at the top right in the following Japanese page (select “Expressway Bus” tab > destination: “Chibachuo Sta., Inagekaigan Sta. and Makuhari Shintoshin”)

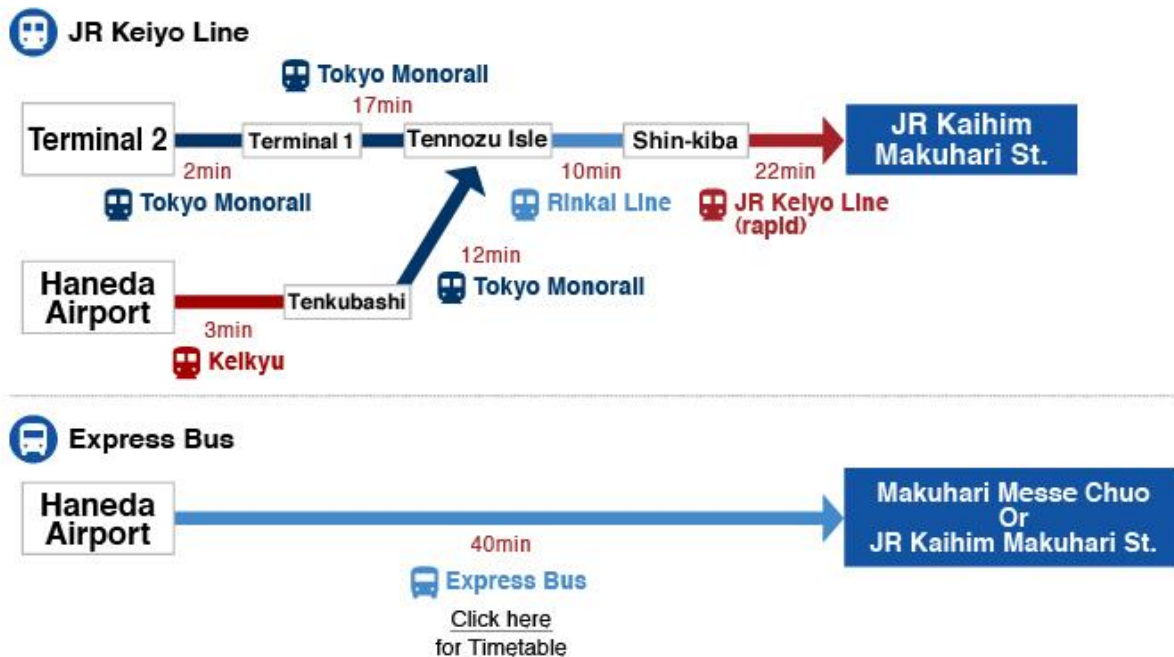
<http://www.keiseibus.co.jp/kousoku/nrt10.html>

Bus Time Table (from Narita Airport to Makuhari Area) also available in the above page:

<http://honyaku.j-server.com/LUCKEISEIB/ns/tl.cgi/http://www.keiseibus.co.jp/kousoku/timetable.php?id=22&SLANG=ja&TLANG=en&XMODE=0&XPARAM=q,&XCHARSET=UTF-8&XPORG=,&XJSID=0>

Visit Bus Ticket Counter at Narita Airport (refer to the destination “Makuhari Messe” area)

Tokyo International Airport (Haneda) (HND)



By Train for JR Kaihim Makuhari Station:

Several routes are available but complicated with some changes of trains necessary. Please make sure the destination is JR Line “Kaihim Makuhari” station
60~75 minutes, approx.1,040JPY

By Bus for Makuhari Area (recommended):

Direct route to Makuhari Shintoshin Area that stops JR Kaihim Makuhari Station and most of the nearby hotels (including all of 3 recommended hotels) is available.
Approx. 50-60 minutes, Fee=1,150JPY one way, Departure every 30min. from 5am to midnight

For more information in detail:

Haneda Airport Access Navigator

<http://www.haneda-airport.jp/inter/en/access/accessfinding.html>

Haneda Airport Bus Instruction (Keisei Bus)

<http://honyaku.j-server.com/LUCKEISEIB/ns/tl.cgi/http://www.keiseibus.co.jp/kousoku/hnd01.html?SLANG=ja&TLANG=en&XMODE=0&XPARAM=q,&XCHARSET=UTF-8&XPORG=&XJSID=0>

If above link doesn't work, select “English” from the language tab at the top right in the following Japanese page (select “Expressway Bus” tab > destination: “Chibachuo Sta., Inagekaigan Sta. and Makuhari Shintoshin”)

<http://www.keiseibus.co.jp/kousoku/hnd01.html>

Bus Time Table (from Haneda Airport to Makuhari Area) also available in the above page:

<http://honyaku.j-server.com/LUCKEISEIB/ns/tl.cgi/http://www.keiseibus.co.jp/kousoku/timetable.php?id=1&SLANG=ja&TLANG=en&XMODE=0&XPARAM=q,&XCHARSET=UTF-8&XPORG=&XJSID=0>

Tokyo Monorail

<http://www.tokyo-monorail.co.jp/english/>

JR East (East Japan Railways Co.)

<http://www.jreast.co.jp/e/>

Visit Bus Ticket Counter at Haneda Airport (refer to the destination “Makuhari Messe” area)